



WFCA 2010 SATURDAY SEMINAR SERIES

The Washington Fire Commissioners Association is pleased to offer members the 2010 Saturday Seminar Series. Class descriptions are outlined below; class dates, times and locations are listed in this brochure. Please call the WFCA office at 1.800.491.9322 if you have any questions regarding the seminars.

SEMINAR FOR NEWLY ELECTED/APPOINTED AND EXPERIENCED COMMISSIONERS, CHIEFS & SECRETARIES

This seminar will be offered in Spokane and Ocean Shores

Fire District Attorney Brian Snure will present this program for new and experienced commissioners, chiefs and secretaries. The morning session will provide the knowledge and background needed to understand and address many issues facing fire district personnel. Topics for this full-day program, which is being held in Spokane and Ocean Shores, are as follows:

- The relationships of fire protection district commissioners and personnel.
- Powers, authority, duties and responsibilities of commissioners, chiefs and secretaries.
- Delegation of authority.
- Relationships with state and county offices.
- Risk management and insurance.
- Open public meetings and executive sessions of the board of commissioners.
- Open Public Records Act.
- Ethics—Conflicts of Interest.
- Compensation to commissioners, paid and volunteer personnel.
- Volunteer firefighter associations.
- Finances—revenue sources, tax levies, budgets, lid lifts, debt limitations, elections.

Other areas of law will be addressed with an opportunity for class participants to ask questions. Part of the afternoon session will be tailored to legal issues you want to discuss (please complete the questionnaire accompanying this notice and return it to the WFCA office prior to the seminar you wish to attend).

SEMINAR ON STANDARDS OF COVER (SOC): HOW TO ESTABLISH FIRE DISTRICT RESPONSE OBJECTIVES

This seminar will be offered in Chelan only

This **Standards of Cover** (SOC) course is targeted for elected officials and chief fire officers. The intent of this seminar is to use the provisions of RCW 52.33 and RCW 35.103—legislation that mandates the establishment of performance measures—as a key planning and financial forecasting tool for fire districts. Additionally, the seminar ties into the requirements of the Growth Management Act for establishing levels of service for cities and counties.

RCW 52.33/RCW 35.103 is a proactive methodology which mandates the establishment of fire department response objectives. It is designed and purposed to assist a fire district to measure its outcomes against its adopted response standards on an annual basis and report the results to the applicable elected officials, as well as to the community being served. The methodology can also be applied to other services the fire district may provide in order to measure performance and predict/control costs.

The goal of **Standards of Cover** is to provide every fire commissioner, chief and the community he/she serves with a true picture of how well their fire district is meeting its adopted goals, and to allow for future operational and financial planning to assist with response improvements.

This full-day seminar, instructed by Robert Merritt, will include excellent handout materials outlining the history of RCW 52.33 (performance measures) and a boiler plate sample of the standards of coverage resolution and document. This is a new, innovative, custom-made program for both urban and rural fire districts that you will not want to miss.



WFCA HEALTH CARE PROGRAM

Beginning at 8:30 a.m. at the Ocean Shores and Chelan seminars, please join Health Care Manager Jim Lux for a 30-minute presentation about the WFCA health care program. We encourage you to take advantage of this window of opportunity, prior to the start of the seminars, to informally meet with the association's Health Care Manager, have a cup of coffee, learn about the program and share your thoughts.

2010 SEMINAR DATES, LOCATIONS & TIMES

FEBRUARY 20th Red Lion Hotel at the Park In Spokane	MARCH 27th Shilo Inn In Ocean Shores	JUNE 5th Campbell's Resort In Chelan
<p align="center"><u>A G E N D A</u></p> <p><i>Registration & Continental Breakfast...8:00 a.m.</i></p> <p>NEWLY ELECTED, APPOINTED AND EXPERIENCED FIRE COMMISSIONERS, CHIEFS & SECRETARIES...9:00 a.m.</p> <p><i>Lunch 12:00 - 1:00 p.m.</i></p> <p><i>Seminar will conclude at 4:00 p.m.</i></p>	<p align="center"><u>A G E N D A</u></p> <p><i>Registration & Continental Breakfast...8:00 a.m.</i></p> <p>NEWLY ELECTED, APPOINTED AND EXPERIENCED FIRE COMMISSIONERS, CHIEFS & SECRETARIES...9:00 a.m.</p> <p><i>Lunch 12:00 - 1:00 p.m.</i></p> <p><i>Seminar will conclude at 4:00 p.m.</i></p>	<p align="center"><u>A G E N D A</u></p> <p><i>Registration & Continental Breakfast...8:00 a.m.</i></p> <p>STANDARDS OF COVER: HOW TO ESTABLISH FIRE DISTRICT RESPONSE OBJECTIVES...9:00 a.m.</p> <p><i>Lunch 12:00 - 1:00 p.m.</i></p> <p><i>Seminar will conclude at 3:30 p.m.</i></p>
<p align="center">Hotel Information</p> <p>The Red Lion Hotel is located at 303 W. North River Dr., Spokane, WA 99201. The hotel reservations telephone number is 800.733.5466 and the main line is 509.326.8000. The guest room rate is \$109 per night. Visit www.spokaneredlionpark.com for more information on this hotel.</p>	<p align="center">Hotel Information</p> <p>The Shilo Inn is located at 707 Ocean Shores Blvd. N.W., Ocean Shores, WA 98569. The hotel telephone numbers are toll-free 800.222.2244 (reservations) or 360.289.4600 (main line). The guest room rate is \$124 per night. Visit www.shiloinns.com for more information on this hotel.</p>	<p align="center">Hotel Information</p> <p>Campbell's is located at 104 W. Woodin Ave., Chelan, WA 98816. The hotel telephone numbers are 800.553.8225 (reservations) or 509.682.2561 (main line). Room rates vary depending on the type requested. Visit www.campbellsresort.com for more hotel information. Other reservation options:</p> <ul style="list-style-type: none"> • Caravel (800.962.8723) • Darnell's (800.967.8149) • Cabana Motel (800.799.2332) • Best Western (800.468.2781)

REGISTRATION INFORMATION & FEES

The registration fee includes continental breakfast and lunch at all seminars.

MEMBER REGISTRATION

\$120.00

\$140.00 (at the door)

NON-MEMBER REGISTRATION

\$240.00

\$280.00 (at the door)

- ♦ Handout of workshop material, continental breakfast and late registration will begin at 8 a.m.
- ♦ Be sure to bring a sweater or jacket to ensure your comfort (meeting rooms can be CHILLY!)
- ♦ If you have special dietary restrictions or concerns, please inform your server or a WFCA staff member for assistance.
- ♦ Please give 48 hours' notice for registration refunds from the WFCA.



2010 WFCA SATURDAY SEMINAR REGISTRATION FORM

Please complete the registration form and return it to the WFCA office at P. O. Box 134, Olympia, WA 98507; you may also fax your registration to 360.664.0415 (the association can bill your district). NOTE: If you are attending the seminar for *Newly Elected/Appointed and Experienced Fire Commissioners, Chiefs & Secretaries*, please be sure to fill out the questionnaire below and include it with your registration form.

✓ *Sign Me Up for the Seminar I've checked:*

☐ **Spokane—February 20**

☐ **Ocean Shores—March 27**

☐ **Chelan—June 5**

_____ County FPD No. _____

Name & Title (as to appear on name badge)

Name & Title (as to appear on name badge)

Name & Title (as to appear on name badge)

Name & Title (as to appear on name badge)

☐ Amount Enclosed \$ _____

☐ Bill the District

LEGAL ISSUES QUESTIONNAIRE

The WFCA Education Committee and Brian Snure would like your input regarding legal topics you would like addressed during the seminar for *Newly Elected/Appointed and Experienced Commissioners, Chiefs & Secretaries*, presented in Spokane and Ocean Shores. Please check a topic below or fill in your own topic, and return the questionnaire at least one week prior to your program.

Please check the location at which you will attend the seminar:

☐ **Spokane on February 20**

☐ **Ocean Shores on March 27**

☐ Charging for Services

☐ Legal Resolutions: When to Adopt

☐ Discipline of Volunteer Personnel

☐ Legislative Updates

☐ Discrimination/Harassment

☐ Lid Lift Law: How to Submit a Ballot Measure

☐ Mergers/Annexations/Fire Authorities

☐ Volunteer Compensation

☐ Impact Fees/Voluntary Mitigation Agreements ☐ Other: _____

✂ Cut along dotted line and return completed registration form (along with questionnaire, if applicable) to:
WFCA, P. O. Box 134, Olympia, WA 98507 or fax to 360.664.0415

CERTIFICATES OF TRAINING

Certificates of Training are available to seminar participants who wish to certify attendance at WFCA educational programs. A *Certificate of Training* will be provided, upon request, to any member participating in a WFCA educational program who would like a copy for his/her records. This voluntary program is aimed at helping members keep records of their administrative training and may enhance fire districts' risk management programs as well. Look for more information at the seminar you attend!